

**ADMINISTRATIVE REPORT FOR THE MONTH OF SEPTEMBER 2012**

➤ **Financial Report YTD September 2012**

- General Funds Balance \$1,229,066; Restricted Funds Balance \$2,958,109
- General Revenue \$467,176; Budget \$455,139; 102.64% of budget
- General Expenses \$173,614; Budget \$455,140; 38.15% of budget
- Restricted Revenue \$196,876; Budget \$141,074; 139.56% of budget
- Restricted Expenses \$6,027; Budget \$255,311; 2.36% of budget
- Grants/Other Expenses \$11,122; Budget \$26,440; 42.07% of budget
- Total Assets \$4,198,168; Total Liabilities \$24,434

**Notes:**

- Financial: Treasurer Joan Bennett, Financial Admin Betsy Christian and myself met to discuss and approve the opening of new accounts as follows (moved from Wells Fargo):
  1. Accounts were opened at WSFS at the end of September; however, not funded until October 1<sup>st</sup>.

❖ General Checking	\$ 250,000.01
❖ Realty Transfer Tax	1,400,000.00
❖ Police Fund	317,945.90
❖ Economic Development	25,325.00
❖ HRA (3)	1,264.09

(Some of the above accounts still have balances at Wells Fargo waiting on outstanding checks)
  2. The Town's remaining accounts will be opened with Fulton Bank once Seth does more research on Fulton's Collateralization Agreement: Escrow, Trash Grant, P&Z Grant and MSA Grant.
- Transfer tax received in September \$31,759 (gross)
- Eric issued 12 building permits in September; \$28,712.75 (report attached)
- Audit complete and will be on October's Town Council's Workshop meeting agenda for approval

➤ **Administrative Department**

- Dollar General has pulled their building permit.
- MBTS still waiting on outside agency approvals for the 2B2 North site plans to complete their final plans for Council's approval.
- MBTS still waiting on outside agency approvals for the amenity center to complete their final plans for Council's approval.
- Bishop's Landing has finalized the Public Works, Landscaping and Stormwater Agreements and bonds are in place. Their first pre-construction meeting is scheduled for October 10<sup>th</sup>.

Respectfully submitted,  
Deborah Botchie  
Town Manager